

**SHERBURN IN ELMET COMMUNITY TRUST**

**MINUTES FOR TRUSTEES MEETING**

**6.00pm on 28<sup>TH</sup> AUGUST 2018**

**Present:** Paul Doherty (Chair), Andrew Potts, Karen Packham, Les Wake, Gary Limbert and Kevin Sibson

**Apologies:** Alma Hodgson and Tony Hewitt

**Declaration of Interest:** Paul Doherty (Parish Councillor) and Les Wake (Parish Councillor)

<b>Discussion Points</b>	<b>Actions</b>
<p><b>Minutes for Last Meeting:</b> Minutes of last meeting approved.</p>	<p><i>KS to publish on website</i></p>
<p><b>Treasurers Report:</b> Report submitted and accepted as in good order. SPC grant would be required, to cover shortfall on initial budget on OGS renovations.</p>	
<p><b>Old Girls' School Report:</b> <b>Building Update:</b> GL in process of completing snag list, prior to weekend opening. The Fire Service has passed the building as safe, following completion of recommended minor fixes. Building Inspector has signed off the works. An appropriate locking device is required for the CCM's office. <b>General Update:</b> The main sign will be ready for the weekend. The donation of £100 will be used to provide OGS clocks in the rooms. A "rope" barrier was approved as appropriate to segregate the Tearooms from the main building, as a fire door was beyond budget and would not have been aesthetically pleasing. A retractable belt barrier was also considered suitable. PD proposed window cleaning on a quarterly basis by SB Window Cleaning Services @ £60 per quarter. <i>Approved by all.</i> PD to make a speech on the 2<sup>nd</sup> September opening of the OGS, in addition to The Bishop of Selby and David Buckle. DB to provide details of schedule of events to enable FOGS to plan the day. <b>GL left the meeting at this point.</b> <b>Alarm System:</b> Dawn Stephenson has requested to "piggyback" onto the OGS security system. KP to contact Mayfair and check viability and costs of including the nursery onto the system. DS to bear any additional costs if feasible. <b>IT Suite Networking:</b> KS advised solution would be Chromebox. However, the Trustees lack IT skillsets to make a sound decision on requirements. It was agreed that LW would approach York CVS, who have a network system, and request Anne-Marie to contact Selby AVS. The deadline for the Enable Grant is October.</p>	<p><i>KP to contact Mayfair</i></p> <p><i>LW to contact York CVS KP to check with Enable</i></p>

<p>It was also agreed that it would possibly be beneficial to recruit a new Trustee with IT skills.</p> <p><b>Music License:</b>          KP has had issues with obtaining information on PPL and PRS licenses from the relevant bodies. Expected cost appears to be £100, with the OGS being exempt on an Entertainment License, as it is a public building.</p> <p><b>Tea Rooms:</b>          On schedule for completion for opening.</p> <p><b>Room Bookings:</b>          24% of September budget has been achieved to date, with a number of other interested parties to confirm.</p> <p><b>Drinks License:</b>          May be required for a potential event on 2<sup>nd</sup> November, being run by the Rotary Club.</p> <p><b>Marketing of OGS:</b>          Alex Svenson is available for a photo shoot of OGS for publicity and marketing purposes. To be organized when a suitable session is running in the OGS.</p>	<p><i>KP to review</i></p> <p><i>KP to liase</i></p>
<p><b>Library Update:</b>          Graphics completed on front windows. Well received by users and have made the building more welcoming. Doors and carpet tiles also repaired.</p>	
<p><b>Trust Policies:</b>          Data Protection – approved          OGS Complaints Policy – in hand with KP          Health &amp; Safety for OGS – in hand with Martin Oldroyd and Sarah Kay</p>	<p><i>KP          MO &amp; CCM</i></p>
<p><b>Organisational Health Check:</b>          Community First Yorkshire meeting on 18<sup>th</sup> September, which is focusing on Trustee Skills.          Manar Associates meeting on 11<sup>th</sup> September.          Trustees to check availability with intention to attend both.</p>	
<p><b>Staff Recruitment:</b>  <b>Cleaner/Caretaker for OGS:</b>          Inductions on Monday 3<sup>rd</sup> September.  <b>CDM:</b>          Contract confirmed</p>	<p><i>CCM and LW</i></p>
<p><b>Youth Provision:</b>          No movement since last meeting</p>	
<p><b>Community Day of Action:</b>          Community Day of Action on 8<sup>th</sup> September, from 10am – 2pm. The main venue is the Social Club. Space is available. Trustees to check availability to attend. KP to set up and AP to assist.</p>	
<p><b>Evaluation of SIECT:</b>          To be discussed at next meeting</p>	
<p><b>Any other business:</b>  <b>Waste Disposal:</b>          Contracts required for OGS and Library. KP requested tenders and has quotes of £25 per month per building from Cathedral Hygiene.</p>	

*Proposed and accepted by all for a one year contract for both Library and OGS.*

**Door mats:**

Required for 3 entrances to OGS. DJ to pay for the mat at entrance to Tearooms..

**Date of Next Meetings:**

Monday 24<sup>th</sup> September in the Ethel Smith Room at the OGS at 6pm.

Monday 29<sup>th</sup> October in the Ethel Smith Room at the OGS at 6pm.

Monday 26<sup>th</sup> November in the Ethel Smith Room at the OGS at 6pm.

Tuesday 18<sup>th</sup> December in the Ethel Smith Room at the OGS at 6pm